



EXHIBITOR LETTER OF AGREEMENT

TERMS OF PARTICIPATION

- ☐ Exhibits must be compatible with the purposes and spiritual character of the conference as presented on the **Songtime** web site, and in the judgment of conference organizers, whose decisions on application approval will be final.
 - ☐ Exhibit applications and location preferences will be considered in the order in which they are received.
 - ☐ Exhibitors are responsible for compliance with federal, state, and local laws, and ordinances.
 - ☐ Exhibits must be set up by 4:00 PM on 9/6/19 and completely removed by 9:30 PM on 9/7/19.
 - ☐ Exhibitors will hold harmless **Songtime** conference organizers for any lost or damaged merchandise.
 - ☐ Exhibitors are expected to attend to their own exhibits.
 - ☐ Exhibitors may not sell any products (i.e. books, literature, CDs, DVDs, etc.) You are, however, welcome to hand out free materials about your ministry or provide snacks, treats, or drinks.
 - ☐ Exhibitors may not raise or ask for donations or offerings during your presentation. You are, however, welcome to collect contact information to solicit funds after the conference.
 - ☐ Exhibitors may not tack, tape, or post anything on the walls or curtains of the Performing Arts Center.
 - ☐ Exhibitors are expected to respect neighboring exhibits and not encroach on their spaces (i.e., audio/visual presentations must not be loud or distracting, and placing materials that block visual of other exhibitors is prohibited).
 - ☐ Full payment (either by check or credit card) for Exhibit fees must accompany the attached and signed **Exhibitor Application** in order for an application to even be considered.
 - ☐ Payment of fees does not guarantee approval. Checks received with applications that are not approved will be returned promptly. Songtime reserves the right to dismiss exhibitors who violate the terms of this agreement even during the conference.
 - ☐ Exhibitor fees will become non-refundable after notice of approval has been made — even if an exhibitor fails to exhibit.
 - ☐ Lodging, travel, meal, and other expenses are the responsibility of exhibitors.
- Note: Hotel rooms are available at a discounted conference rate at the following hotels:** The Cape Codder, Courtyard by Marriott, and the Best Western. Please contact the hotels directly for reservations.



EXHIBITOR APPLICATION

2019 CAPE COD CONFERENCE

Official name of ministry, business, or organization as it is intended to appear on the directory of exhibits

Web address of ministry, business, or organization named above

Complete USPS mailing address with PO Box or physical address

City

State

Zip Code

Primary contact phone number(s) with area code - please include cell and landline if applicable

Primary contact email address - must print **clearly!**

Mission and purpose of organization, business, church, or ministry

Complete description of Exhibit - please be as specific as possible, e.g. merchandise, materials to be displayed, purpose of exhibiting

The ministry, business, group, church, or organization named above and which I am authorized to represent would like to exhibit at the **Songtime** conference in Hyannis, MA on September 6-7, 2019. By my signature below, I acknowledge that I have fully reviewed, understand, and accept the *Terms of Participation* in the attached **Exhibitor Letter of Agreement**.

Package requested: ☐ Exhibitor Booth: \$350 ☐ Additional Half Page Ads : \$100 per @ \$ _____

Make check payable to: Songtime Inc.

INSTRUCTIONS: Download this entire .pdf file with its letter and forms, print it, complete the application, and mail it via the USPS with full payment to: Songtime Inc. • 889 W Main St Unit C, Centerville, MA 02632 OR scan & e-mail this form to cheryl@songtime.com and call (508)-362-7070 to pay over the phone via credit card.

Application deadline is July 31st, 2019.

Further questions may be addressed to: cheryl@songtime.com

Full name of exhibitor or authorized representative — please print

Signature of authorized person named above

Date Signed

FOR CONFERENCE USE ONLY: Payment received _____ Check # _____ Payment returned _____



BREAKOUT SESSION PRESENTATION FORM

2019 CAPE COD CONFERENCE

Official name of ministry, business, or organization (as well as your name) as it is intended to appear on the directory of breakout guests

Web address of ministry, business, or organization named above

Complete USPS mailing address with PO Box or physical address

City

State

Zip Code

Primary contact phone number(s) with area code - please include cell and landline if applicable

*Primary contact email address - must print **clearly!***

Mission and purpose of organization, business, church, or ministry

Brief synopsis of breakout session - please be as specific as possible, one paragraph, roughly five sentences

Please send a high resolution digital picture of yourself to: cheryl@songtime.com

Regulations:

- ☐ This presentation will not be compensated by the Songtime ministry. You will be responsible for finding your own housing and meals.
- ☐ You may not raise or ask for donations or offerings during your presentation. You are, however, welcome to collect contact information to solicit funds after the conference.
- ☐ You may not sell any products (i.e. books, literature, CDs, DVDs, etc.) You are, however, welcome to hand out free materials about your ministry or provide snacks, treats, or drinks.
- ☐ You will need to show up early before the breakout sessions begin to make sure that you have proper instruction.
- ☐ Songtime reserves the right to cancel a breakout session for any reason leading up to and during the conference.

Signing below means that you agree with our statement and regulations and seek approval to participate in the Songtime Conference Breakout sessions.

Signature of authorized person

Date Signed



CONFERENCE PROGRAM AD FORM

2019 CAPE COD CONFERENCE

Official name of ministry, business, or organization (as well as your name) as it is intended to appear in the conference program ad

Web address of ministry, business, or organization named above

Complete USPS mailing address with PO Box or physical address

City

State

Zip Code

Primary contact phone number(s) with area code - please include cell and landline if applicable

*Primary contact email address - must print **clearly!***

Mission and purpose of organization, business, church, or ministry

Program Ad Cost:

- ☐ Half Page Ad : \$100 ☐ Full Page Ad : \$200

Program Ad Details:

- ☐ In agreeing to a half page ad space, you will receive a 4"x 5", full color, ad space that conference goers will see throughout the conference.
- ☐ In agreeing to a full page ad space, you will receive a 8"x 5", full color, ad space that conference goers will see throughout the conference.

Minimum Requirements:

- ☐ High quality (300 dpi) pdf of ad.
- ☐ Size set to either 4.0625" x 5.0625" (Half Page) or 8.0625" x 5.0625" (Full Page)
- ☐ If requested, original files from the creation of the ad for editing.
- ☐ All files and payments must be sent to Songtime by no later than August 1st.

Signing below means that you agree with our statement and regulations and seek approval to participate in the Songtime Conference Program Ad.

Signature of authorized person

Date Signed